HAHWG Event Franchise Model
Elements to Cover 6-30-12

Pre event

- Pre- Event Outreach
- Event registrations / Personal outreach to new participants
- Recruit and assign volunteers
- Event location selection with back up plan
- Camp site reservations and permits
- Camp toilet facilities
- Trash management
- Donations for raffle items
- First responders
- Contact nearest emergency services
- Maps and regulations
- Food menus
- Food Quantity estimation based on per-person
- Shopping and foods Storage (food handlers compliance)
- Moving of camp supplies equipment and food
- Use of checklist.

Event on Location

- Site preparation / Parking and main camp location / Volunteer camping
- Signage
- Welcoming crew / Identify volunteers
- Registration / Registration person with awning or tent
- Membership and raffle sales / assign individual
- Establish emergency communication plan
- Camp schedule
- Giveaways / Gifts for youth participants
- Next steps for participants
- Selling memberships
- Administration of Required camp survey
- Camp Standards (deliver to participants for expected compliance)
- First aid
- Safety (in camp, and seminars)

Meals and Health

- Kitchen / Food handling requirements / 30 minutes / Ken Darga
- Sanitation
    - Garbage handling and disposal
    - Restrooms
    - Hand washing/stations

Camp Activities

- Safety in camp and field
- Involvement of AZ. Game and Fish Dept. personnel.
- Conservation and call to action
- Natural history and hunting strategy seminars
- Matching participants to mentors
- Distributing participants to hunting spots so that we don't send two parties to the same spot / Use of maps
- Activities for non hunters
- Multiple elements, archery, fishing, hiking, etc.
- Do not overload your volunteers.

Wrap-up

- Clean-up
- Collection of surveys
- Reporting
- Thank you notes
- Press release
- Submit for awards

Rich Williams / Moderator
Food Handling / Ken Darga
Importance of Camp Surveys / Doug Burt
Moving equipment and food / Steve Clark
What works and good practice. / HAHWG participants